

TRANSMITTAL SLIP		DATE
TO: <i>ICS Registry</i>		
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FORM NO.  
1 FEB 56 241

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

SECRET

26 AUG 1985  
LOGGEDD/ICS-85-7657  
22 August 1985

MEMORANDUM FOR: Deputy Director, Intelligence Community Staff

VIA: Chief, Administrative Staff, IC Staff

FROM:

[redacted]  
Chief, Community Counterintelligence Staff, IC Staff

25X1

SUBJECT: Domestic TDY Request, 9-11 September 1985

1. Approval is requested for [redacted] to travel to Richmond, Virginia, during the period 9-11 September 1985. The purpose of the trip is to attend the 1985 DoD Foreign Counterintelligence Conference hosted by the Office of the Deputy Secretary of Defense (Policy). The conference will take place at the Defense Security Institute, Defense General Support Center in Richmond. The conference will include presentations by CIA, Navy, Air Force, and DIA representatives. A copy of the agenda and other pertinent information are attached to this memo, as are travel requests for both Messrs

25X1

[redacted] (U)

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2. Travel will be via privately owned auto. Motel arrangements are being made by OSD. (U)

25X1

## Attachments:

1. [redacted]
2. [redacted]

25X1

APPROVED:

Eloise R. Page, Deputy Director, ICS

23 AUG 1985

Date

DISAPPROVED:

Eloise R. Page, Deputy Director, ICS

Date

Regrade Unclassified when classified  
attachments are removed

25X1

SECRET

CCIS/ICS:

25X1

Distribution of D/ICS-85-7657 (w/atts as shown):

- O - Addee (via C/AS/ICS)
- 1 - B&F/ICS
- 1 - ICS Registry
- 1 - CCIS subject
- 1 - C/CCIS chrono (wo/atts)



POLICY

OFFICE OF THE UNDER SECRETARY OF DEFENSE

WASHINGTON, D. C. 20301-2000

5 AUG 1985

MEMORANDUM FOR THE ASSISTANT CHIEF OF STAFF, INTELLIGENCE,  
DEPARTMENT OF THE ARMY  
DIRECTOR, NAVAL INVESTIGATIVE SERVICE  
COMMANDER, AIR FORCE OFFICE OF SPECIAL INVESTIGATIONS  
COMMANDANT, US MARINE CORPS (ATTN: INTC)  
ASSISTANT TO THE SECRETARY OF DEFENSE (INTELLIGENCE  
OVERSIGHT)  
DOD, GENERAL COUNSEL (ATTN: ASSISTANT GENERAL  
COUNSEL, INTELLIGENCE)  
DIRECTOR, DEFENSE INTELLIGENCE AGENCY (ATTN: OS)  
DIRECTOR, NATIONAL SECURITY AGENCY (ATTN: G1  
MR. MARION ROCK)  
CHIEF, COMMUNITY COUNTERINTELLIGENCE STAFF,  
INTELLIGENCE COMMUNITY STAFF

SUBJECT: 1985 DoD Foreign Counterintelligence Conference

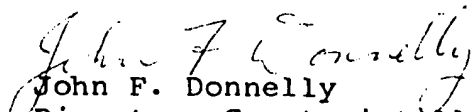
Reference: My memorandum, 1 July 1985

Plans for this year's conference are proceeding on schedule. At attachment 1 is a listing of conference attendees as of 1 August 1985. Please review that list and provide any changes or additions, as necessary.

Billeting for the conference will be at the Holiday Inn, Chester-Hopewell (exit 6W on Route 95S). The above list will be the basis for billeting arrangements. Your attendees should notify us whether they plan to arrive on 9 September (PM) or 10 September (AM) so that we can confirm reservations with the Holiday Inn. The cost of lodging will be \$38 per night and each attendee is responsible for settling his/her individual bill.

Attachment 2 is a tentative agenda for the conference. You will note that I have asked several of you to build briefings on certain topics. My intent is that these briefings stimulate further discussion. As mentioned in previous correspondence, the conference agenda is flexible to allow maximum crossfeed of information. I want to focus our discussions on methods to improve our counterintelligence capability against the range of threats facing us.

Lt Colonel Frank Taylor, 697-9639, Secure 2186, is project officer for the conference. Please contact him if additional information is required.

  
John F. Donnelly  
Director, Counterintelligence  
and Investigative Programs

Attachments  
a/s

cc: Mr. Snider  
Mr. Gravelle  
Mr. Hathaway

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**DEFENSE SECURITY INSTITUTE**  
**Defense General Supply Center**  
**Richmond, Virginia 23297**

June 1984

### ORGANIZATION

*The Defense Security Institute is an activity established by the Deputy Secretary of Defense and administered by the Defense Investigative Service. The Institute comprises four Departments, three engaged in classroom instruction and one in security education and extension production. The instructional departments include: Industrial Security, Information Security, and Personnel Security Investigations. The Educational Programs Department includes the Security Awareness and Correspondence Course Divisions. Administrative support is provided by the Administrative Services Division.*

### LOCATION

*The Institute is located at the Defense General Supply Center (DGSC), Richmond, VA 23297, located eight miles south of downtown Richmond and 14 miles north of Petersburg on U.S. Highways 1 and 301. It is easily accessible from the Richmond-Petersburg Turnpike (Interstate 95 via Exits 6W, 6A and 7), which also provides a main artery to Washington, DC, 110 miles north. Located seven miles east of Richmond is Byrd International Airport which provides air shipment and passenger service. Limousine and taxi service from Byrd Airport is available to the Defense General Supply Center area at rates of approximately \$15-\$25 per person. Railroad service is furnished to the Richmond area by AMTRAK and the Richmond, Fredericksburg and Potomac Railroad. Taxi fare is approximately \$15.00 from the Supply Center to downtown Richmond.*

*Attached for your convenience is a general map of the Defense General Supply Center (page 4), location of the facilities available (page 5), a listing of available motels in the general proximity of the Center (pages 6&7), a map showing location of the motels (page 8), and a map of the Richmond area (page 9). The rates shown on the motel list are subject to change. Accommodation arrangements may be coordinated with the Institute Registrar, telephone Area Code 804, 275-4891 or AUTOVON 695-4891 or by calling the motel direct. Institute personnel are not permitted to suggest or recommend one motel in preference to another.*

### REPORTING INSTRUCTIONS

*All students will be required to sign in on the first day of class. Military and Federal civil service personnel will also be required to present a copy of their orders. Sign-in at Headquarters, DGSC, is not required. Neither government quarters nor messing facilities are available at the Center. A letter certifying non-availability of quarters and mess will be issued to all Department of Defense personnel, military and civilian.*

### TRANSPORTATION

For those authorized a GSA vehicle, a U.S. Government, General Services Administration (GSA) Interagency Motor Pool is located at 1500 West Broad Street, Richmond, VA. Their phone number is Area Code 804, 771-2511. Hours of operation are 0800-1630 Monday through Friday. It is necessary for the person who intends to use a GSA vehicle to make his/her own reservation for its use. Further, travel orders of the individual must include the fact that GSA car rental is authorized and appropriate customer code number and accounting and project numbers are listed as specified by the using service or agency.

### STUDENT PARKING

Ample parking is available on a temporary basis for privately-owned and rented vehicles. Temporary Center vehicle registration will be arranged during the orientation period on Monday. Be prepared to provide the vehicle model and license number. Students should utilize the parking lot located at the end of Building 33 on Fifth Street--do not park in any space marked "C-P RESERVED" or "RESERVED" (see map on page 4 for parking area).

### CLASS ATTENDANCE

Students are required to attend all scheduled classes unless absence is excused by the instructor of the class and the Director. Students will not be released prior to formal graduation except under emergency conditions when approved by the Director.

### FACULTY ADVISOR PROGRAM

To provide academic advice and counseling, each student in the Industrial Security Specialist Course, the Information Security Management Course, and the Personnel Security Investigations Course is assigned a faculty advisor. The advisor will be available to the student for consultation and assistance on academic matters throughout the course of instruction. Students attending other courses are not assigned a faculty advisor and may contact any instructor for assistance.

### MAIL

Student box numbers will be assigned on the first day of class. Students who desire to receive mail should have their mail forwarded to the following address:

Defense Security Institute  
ATTN: (Student Name)  
c/o Defense General Supply Center  
Richmond, Virginia 23297

Important papers and items of monetary value should not be mailed to the Institute.



### TELEPHONES

Students may be contacted through the Registrar's Office on AC (804) 275-4891 or AUTOVON 695-4891. Routine messages will be placed in student message boxes; emergency messages will be provided immediately to the students.

### MEDICAL FACILITIES

An outpatient clinic is located in Building 45, near the Officers' Club. The clinic is open from 0730 to 1200 and from 1300 to 1600, Monday through Friday. The telephone number is 275-3821/3822. Persons on the Center should dial the last 4 digits only.

Military Students - 0730-0900, Monday through Friday, is designated for (walk-in) military sick call. Emergencies will be seen at any time. Other than emergencies will be by appointment only. During nonduty hours, including weekends, military students requiring medical assistance may go to Kenner Army Hospital (Comm. 734-3443) located at Ft. Lee near Petersburg (see page 9).

Civilian Students - Civilian students reporting for class with minor complaints; i.e., chronic cough, minor sore throat, etc., may also report to the clinic for medical care. A limited medication may be administered. For further medical care and treatment, the student will be referred to a private physician. Civilians seeking medical attention for emergencies incurred during the class day will be seen at any time.

Students who are unable to attend classes for medical reasons should notify the Institute Registrar (275-4891) at the earliest opportunity.

### EMERGENCIES

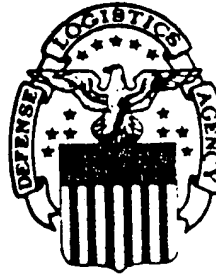
If an emergency situation should arise wherein assistance may be needed, i.e., accident, vehicle problem, etc., or course attendance is not possible, i.e., sickness or emergency leave is required, notify the Director at the earliest opportunity. During duty hours contact the Director at 275-4891. After normal duty hours contact the Director at home, AC (804) 748-4995. If it is not possible to contact the Director during non-duty hours, a message may be left with the DGSC Staff Duty Officer, AC (804) 275-3825.

### OTHER FACILITIES

The Post Exchange and Commissary facilities are available only to active duty and retired military personnel. Additional information concerning use of the Center's facilities will be provided during the orientation period on Monday morning.

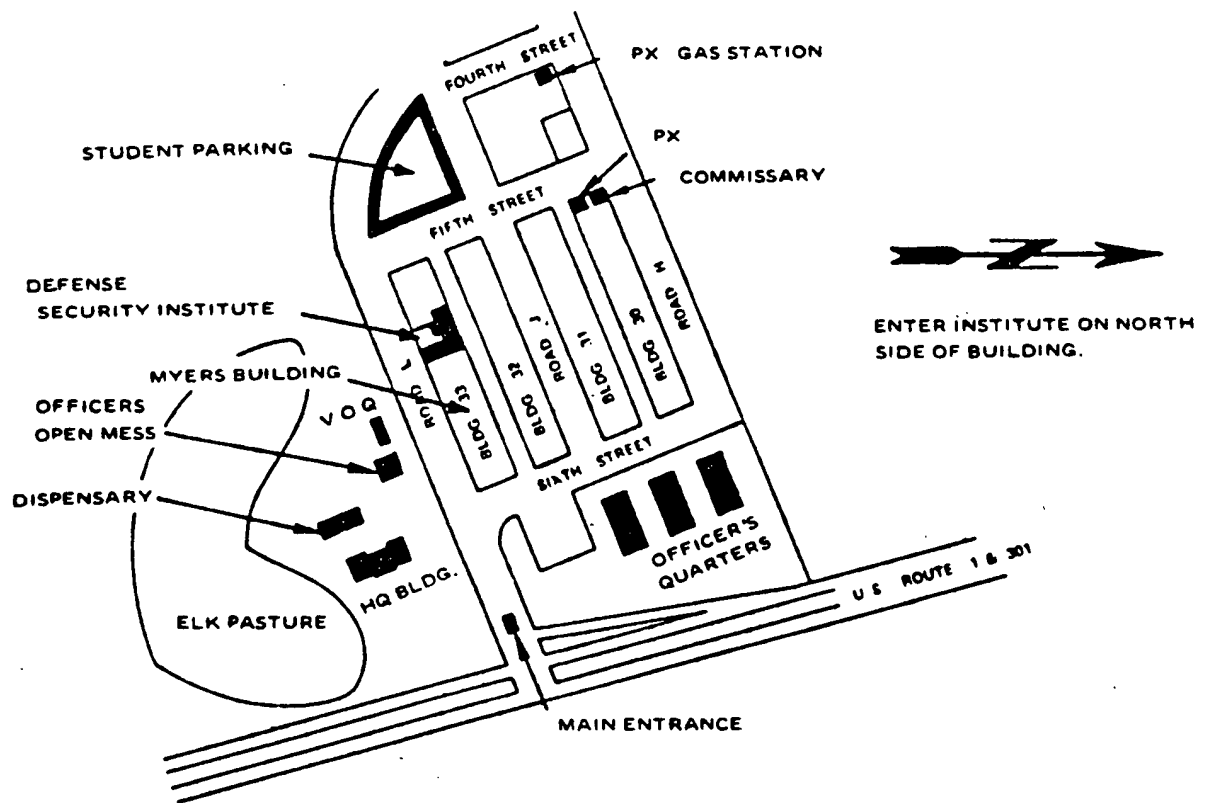
Check cashing facilities are not available at the Defense General Supply Center. It is recommended that you bring traveller's checks in lieu of personal or Government checks.

MAP OF DGSC



**DEFENSE GENERAL SUPPLY CENTER**

(Administrative Area)



FACILITIES AVAILABLE AT DGSC

<u>FACILITY</u>	<u>LOCATION</u>	<u>TELEPHONE</u>
<u>Officers' Open Mess</u>		
Main Dining Room	Bldg. 42	3772
Tavern Bar	Bldg. 42	3772
Class VI Store	Bldg. 31	275-1498
Club Office/Reservations	Bldg. 34	275-2656
<u>Center Restaurant</u>		
Main Cafeteria	Bldg. 33	271-9497
Sundry Shop	Bldg. 33	3572
<u>Commissary</u>	Bldg. 30	275-3904
<u>Post Exchange</u>		
Sales Store	Bldg. 30	275-2696
Gas Station	Bldg. 38	275-1478
Barber Shop	Bldg. 33	3553
<u>Center Library</u>	Bldg. 34	3215
<u>Dispensary</u>	Bldg. 45	3821
<u>Gymnasium</u>	Bldg. 33	4198
<u>Post Office</u>	Bldg. 33	4333
<u>Swimming Pool (As a Guest)</u>	Bldg. S-27	275-4455

MOTELS WITHIN FIVE ROAD MILES OF THE INSTITUTE

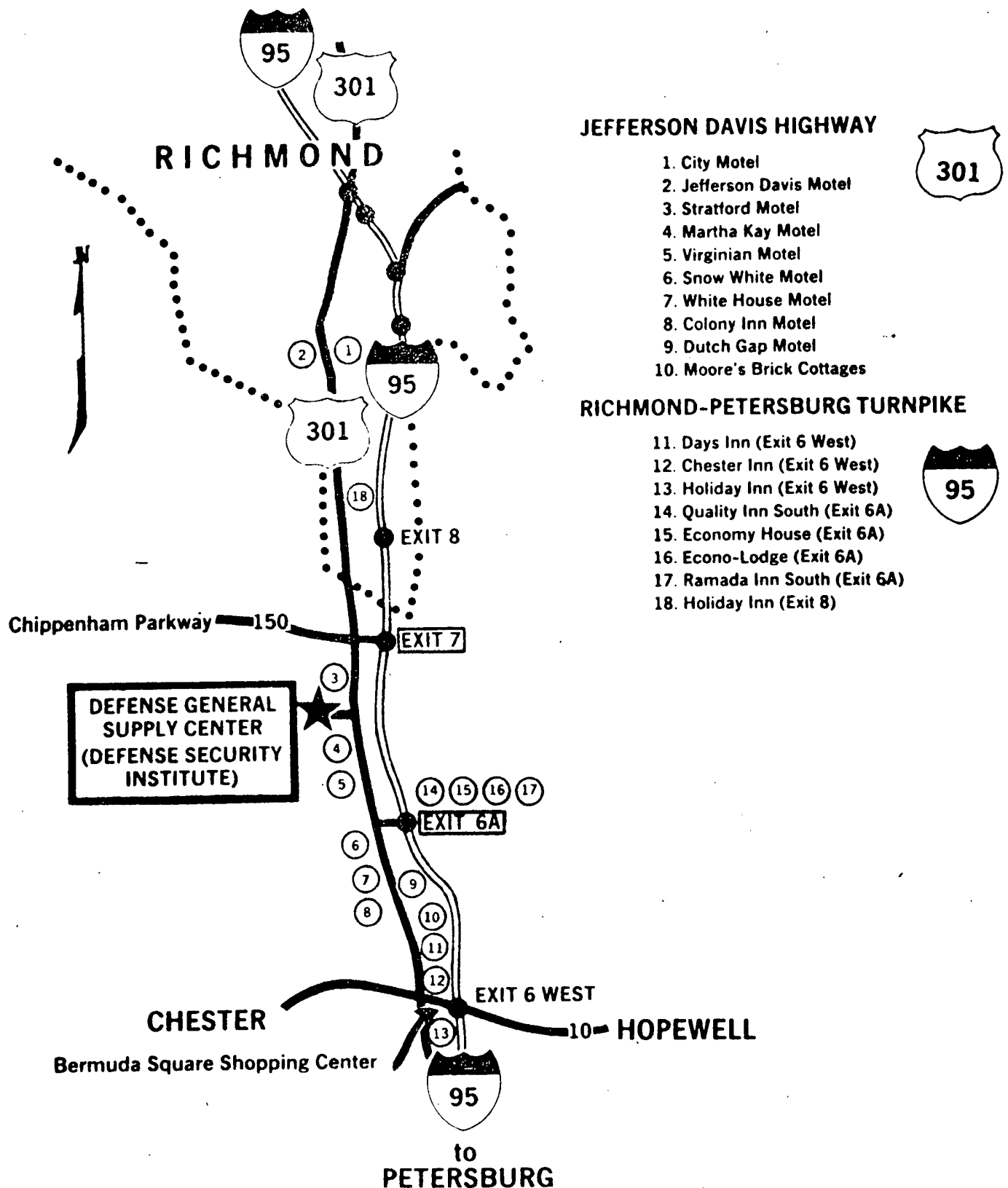
RATES ARE APPROXIMATE AND SUBJECT TO CHANGE. DOES NOT INCLUDE 4% VIRGINIA SALES TAX. (See page 8 for location of motels.)

	<u>SINGLE</u>	<u>DOUBLE</u>
<u>CHESTER INN</u> Exit 6W (Route 10, Chester Exit), I-95 P.O. Box 659 Chester, Virginia 23831 Telephone: (804) 748-2237	\$25.00  (EFFICIENCY: \$25/\$29)	\$29.00
<u>CITY MOTEL</u> 3015 Jefferson Davis Highway (U.S. 1/301) Richmond, Virginia 23234 Telephone: (804) 231-1196	\$42.95	\$27.95
<u>COLONY INN MOTEL</u> 10220 Jefferson Davis Highway Richmond, Virginia 23234 Telephone: (804) 275-1466	\$12.50	\$15.60
<u>DAYS INN</u> Exit 6W (Route 10, Chester Exit), I-95 P.O. Box AN Chester, Virginia 23831 Telephone: (804) 748-5871	\$26.10  (LODGE: \$28.70)	\$28.70
<u>DUTCH GAP MOTEL</u> 11701 Jefferson Davis Highway Chester, Virginia 23831 Telephone: (804) 748-4651	\$15.00	\$15.00
<u>ECONO-LODGE</u> Exit 6A (Willis Road), I-95 2125 Willis Road Richmond, Virginia 23234 Telephone: (804) 271-6031	\$23.95	\$27.95
<u>ECONOMY HOUSE MOTEL</u> Exit 6A (Willis Road), I-95 Richmond, Virginia 23234 Telephone: (804) 275-1412	\$23.00	\$26.00
<u>HOLIDAY INN, HOPEWELL-CHESTER</u> Exit 6W (Route 10, Chester Exit), I-95 P.O. Box 670 Chester, Virginia 23831 Telephone: (804) 748-6321	\$38.00	\$40.00
<u>HOLIDAY INN, SOUTHEAST</u> Exit 8 (Bells Road), I-95 4303 Commerce Road Richmond, Virginia 23234 Telephone: (804) 275-7891	\$34.20	\$36.90

MOTELS WITHIN FIVE ROAD MILES OF THE INSTITUTE

	<u>SINGLE</u>	<u>DOUBLE</u>
<u>JEFFERSON DAVIS MOTEL</u> 3314 Jefferson Davis Highway Richmond, Virginia 23234 Telephone: (804) 233-9275	\$22.00	\$25.00
<u>MARTHA KAY MOTEL</u> 8811 Jefferson Davis Highway Richmond, Virginia 23237 Telephone: (804) 275-1421	\$18.00	\$21.00
<u>MOORE'S BRICK COTTAGES</u> 12101 Jefferson Davis Highway Chester, Virginia 23831 Telephone: (804) 748-2402	\$16.00	\$20.00
<u>QUALITY INN SOUTH</u> Exit 6A (Willis Road), I-95 2301 Willis Road Richmond, Virginia 23234 Telephone: (804) 271-6081	\$22.00	\$26.00
<u>RAMADA INN SOUTH</u> Exit 6A (Willis Road), I-95 2126 Willis Road Richmond, Virginia 23237 Telephone: (804) 271-1281	\$29.00	\$34.00
<u>SNOW WHITE MOTEL</u> 9301 Jefferson Davis Highway Richmond, Virginia 23234 Telephone: (804) 275-0219	\$18.00	\$20.00
<u>STRATFORD MOTEL</u> 8115 Jefferson Davis Highway Richmond, Virginia 23237 Telephone: (804) 275-8570	\$20.85	\$23.85
<u>VIRGINIAN MOTEL</u> 8924 Jefferson Davis Highway Richmond, Virginia 23234 Telephone: (804) 275-2621	\$15.00	\$19.00
<u>WHITE HOUSE MOTOR LODGE</u> 9401 Jefferson Davis Highway Richmond, Virginia 23237 Telephone: (804) 275-2616	\$16.75	\$20.80

LOCATION OF MOTELS  
WITHIN FIVE ROAD MILES OF THE  
DEFENSE SECURITY INSTITUTE  
RICHMOND, VIRGINIA



\*This listing in no way constitutes an indorsement of any of these motels by the Institute. For more information regarding these motels, it is recommended that students contact others who have attended courses at the Institute or else contact the motels directly.

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